



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT GORDON
307 CHAMBERLAIN AVENUE
FORT GORDON, GEORGIA 30905-5730

REPLY TO
ATTENTION OF:

IMSE-GOR-SO

JAN 25 2010

MEMORANDUM FOR ALL GARRISON SUPERVISORS

SUBJECT: Garrison Commander's Policy Memorandum No. 32-Workers' Safety and Compensation Policy Statement for Supervisors

1. References.

- a. PL 91-596, Occupational Safety and Health Act of 1970.
- b. 29 CFR Part 1960, Basic Program Elements for Federal Employee Occupational Safety and Health Programs and Related Matters.
- c. AR 385-10, Army Safety Program.

2. Purpose. To establish a policy that supports and implements references 1a – c.

3. Applicability. This policy applies to all personnel assigned to the Fort Gordon Garrison.

4. Background. It is my policy to provide a work environment that is free from recognized hazards. Your role as a supervisor in achieving the USAG-Fort Gordon mission includes not only operational activities, but also Safety and Occupational Health (SOH) functions. You have a direct impact on how our SOH program is implemented and, therefore, you can directly affect the well-being of our Garrison workforce. As a part of your overall supervisory responsibilities, you are personally accountable for maintaining a safe working environment and promptly addressing allegations of noncompliance with safety standards; recognize and mitigate common workplace characteristics.

5. Responsibilities.

- a. All Garrison Directors, Principal Staff Officers and Supervisors.
 - (1) Implement and enforce the USAG-FG SOH program in your work area.
 - (2) Provide and document monthly job safety training provided to your employees.
 - (3) Conduct pre-employment, job change, seasonal and annual briefings.
 - (4) Ensure Soldiers, staff, customers, contractors, or maintenance personnel operating in your work areas are following safe work practices.

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(5) Report injuries to the Safety Office and claims to the Directorate of Human Resources within five working days of receiving notification of an accident, injury, or illness.

(6) Initiate investigation of accidents no later than 24 hours after they occur; follow up promptly to identify corrective and preventive action; complete and review investigation report/proposed action with the Safety Office; implement agreed-upon corrective action.

(7) Complete or review Job Hazard Analysis (JHA)/Job Safety Analysis (JSA) for all High and Medium Hazards jobs within your organization by 31 October each year.

(8) Complete the on-line supervisory safety training within 90 days of assignment.

(9) Be conversant with the supervisors safety responsibilities/duties outlined in AR 385-10 and DA Pam 385-10, The Army Safety Program.

(10) People do their best to reconcile different goals simultaneously (i.e. service or efficiency versus safety). Give them latitude to err on the side of safety.

(11) Mission pressures influence people's trade-offs. This makes what was previously thought of as irregular or unsafe, now is normal or acceptable. Provide the necessary education and tools to ensure "by written procedure" task accomplishments.

6. Understand our work areas aren't automatically safe. People have to create safety through practice at all levels of our organizations. We must make every effort to eliminate hazards in the workplace and any misuse or abuse of the Workers' Compensation Program while strictly adhering to the intent of the program. Your personal commitment is paramount to the success of these objectives.

7. The proponent for worker's safety is the Senior Safety Director, IMSE-GOR-SO, Room 312, Darling Hall, 706-791-3227. The proponent for compensation policy is the Installation Compensation Program Administrator (ICPA), ATZH-HRC, CPAC, Room 209A, Darling Hall, 706-791-3840.


GLENN A. KENNEDY, II
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Commanding